

[Name]

I recently received notice that your department has been approved to search for an open or vacant position. I will find time on our calendars to meet for about 30 minutes to discuss with you the recruitment process, provide you access to resources and information to help you during your recruitment and to prepare your position, (if you are ready), to be placed in your active queue so that it is ready to be advanced through our [approval process](#).

Background

If you are new to the recruitment process or if you are familiar with the program(s) we use, this meeting will help guide you or update you on the appropriate procedures.

UW-La Crosse utilizes a software program called PeopleAdmin that helps manage our applications, the recruitment process, position descriptions, and onboarding for new employees.

What to prepare for our meeting

Human Resources has prepared a website that gives you, as a hiring manager, information, and an overview on the recruitment process. When we meet, please be ready to discuss:

- Updating the [position description](#) / job announcement
- Select the [correct search process](#), (e.g. Search Panel or Search Committee, etc.)
- Review or have prepared the required posting documents for either the [Search Panel](#) or [Committee](#):
 - Search Panel/Committee composition
 - Advertisement Text for promotion of the position outside of our career website
 - Selection criteria for how you will determine who is the successful candidate
 - First and/or second round interview questions (if appropriate to have completed at this time).
- Discuss the [Search process](#) and what to expect at your first panel or committee meeting
 - Discuss the [approval process](#) prior to posting
 - Discuss the [approval process](#) for interviewing candidates
 - Discuss the approval process for making your hire
- Ensure PeopleAdmin access is correctly aligned
- Possible locations that you wish to advertise your position, (we recommend at least 3-5 additional locations other than our website, and to have a budget of at least \$1,500 to \$3,000).

You can learn more about the whole process on our [recruitment website](#).

HR and Affirmative Action meeting with your panel/committee

At your first or second panel/committee meeting, HR and Affirmative Action will need to meet with your panelists or committee members to:

- Review the [legal and appropriate procedures for interviewing](#)
- Review the document and record retention requirements for your recruitment, inclusive of the open records impact of keeping private notes
- Discuss the process for [tiering candidates](#)

Thinking ahead

PeopleAdmin can help manage your recruitment with several automated features:

- Qualifications review
- Additional questions to ask at the point of application
- How to receive references – either by letters of recommendation or the traditional calling of reference

In addition to the automated features, there are other considerations that as the hiring manager or search char you should entertain:

- [Wisconsin Open Meetings Laws](#)
- [Closing out the search](#)

The recruitment process has a lot of moving pieces, and our role is to help advise and coordinate the process so that we find the best talent for your open position. As we move through the recruitment process, you can expect that I will meet with you again when you are ready to make a hire and when we close out the search.

I am looking forward to meeting you and learning about your department's needs!